



# City of Tempe

## CONTROLLER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	447	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Financial Services	<i>Salary / Hourly Minimum:</i>	\$106,603
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$143,198
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Controller
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

### REPORTING RELATIONSHIPS

Receives general supervision from higher level supervisory or management staff.

Exercises direct supervision over professional, technical and clerical accounting staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience in financial and accounting administration, preferably in municipal government, including two (2) years of administrative and/or supervisory responsibility.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a degree related to the core functions of this position.
<i>License / Certification:</i>	Certification as a Certified Public Accountant (CPA).

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, direct and supervise the activities of the Accounting Division; to perform a variety of highly complex professional accounting work; and to provide complex staff assistance to the Financial Services Director.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Supervise and coordinate the preparation of the City's Comprehensive Annual Financial Report, which includes responding to technical questions and issues from the external auditors and City accounting staff.
- Completes submission of the Comprehensive Annual Financial Report to the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.
- Interprets and implements new accounting standards and ensures compliance with Generally Accepted Accounting Principles; Federal, state and local laws; codes; and regulations applied to municipal accounting such as debt covenants.
- Reviews accounting activities, transactions, and reconciliations, and initiates and/or implements corrective actions to resolve discrepancies and correct errors.
- Prepare the Section budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend goals and objectives; assist in the development of policies and procedures.
- Monitor the City's financial condition; analyze financial statements; keep abreast of financial market activities; prepare reports and make recommendations regarding the City's finances; supervise the City's cash management and investment activities; invest the City's temporarily idle cash; administer the City's chart of accounts.
- Supervise the development, installation, and administration of accounting and auditing systems; prepare or supervise the preparation of accounting and auditing procedures, instructions, and operating manuals; and analyze and interpret complex accounting records and prepare accurate and complete reports.
- Advise departments, divisions, and sections on accounting problems, policies, and procedures; assist in the maintenance of proper internal controls to ensure the safeguard of City assets.
- Develop and administer cost accounting procedures which relate expenditures and revenues to specific cost areas.
- Supervise and participate in the preparation of difficult and complex financial and administrative reports; prepare and analyze financial reports and records to determine trends or irregularities.
- Supervise the payroll and accounts payable functions of the City.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;

- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective February 2003*  
*July 2005 (Title change)*  
*July 2020 (updated job duties)*  
*Revised March 2021 (Removed financial acronym)*